INDIANA

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End-of-Course Assessments

To: Corporation Test Coordinators

From: Michele Walker, Director of Student Assessment

Date: January 4, 2008

Re: Core 40 End-of-Course Assessment (ECA) IDOE STN Data Collection & Corporation Test Coordinator Registration with Questar

This memorandum serves as a reminder that Corporations will need to upload data to the STN Application Center in order to generate student files for online ECA testing and barcode labels for paper-and-pencil ECA tests. This data upload will simplify the registration process for students taking an online test and create barcode labels for paper-and-pencil ECAs. CTCs are responsible for coordinating and ensuring that the data upload at the STN Application Center (http://ideanet.doe.state.in.us/stn/) is completed.

Online Testing: For all of the online administrations, uploading student files will pre-register students for each online test administration (A1, A2, and A3). If students are not included in the STN Data Collection files, *they will still be able to test.* The manual posted at http://doe.state.in.us/core40eca/welcome.html includes instructions for registering students that were not included in the Data Collection.

Paper-and-Pencil Testing: For the Spring A3 paper-and-pencil test administration, this process will produce barcode labels which will be shipped with all other paper-and-pencil related materials.

Student information should be uploaded for **each** test administration during the designated Data Collection window.
Example: If a student is testing during the A3 spring administration, his/her information should be included in the A3 data collection file, and should be uploaded from March 3 – 21, 2008 **only**.

The Data Collection schedule for the 2007-2008 school year is indicated below.

Administration Window	IDOE Registration (data collection)
Administration 1 (A1)	
December 10 – 21, 2007 & January 3 – 11, 2008	November 5 - 16, 2007

Administration 2 (A2)	
February 4 – 29, 2008	January 7 - 18, 2008
Administration 3 (A3)	
April 28 – May 30, 2008	March 3 - 21, 2008

Please note: The IDOE Data Collection for A2 begins on <u>Monday, January 7</u> and ends on <u>January 18</u>. (If your corporation uploaded students in November for A2 or A3, <u>it must be redone per the data collection dates above</u>.)

CTC Registration

Data Collection **does not** replace the CTC Online Registration process in which CTCs indicate the **number of students** testing per content area for each administration. This process must be completed for each administration (A1, A2, and A3). If schools are not testing during an administration, please be sure to indicate this at https://incore40eca.questarai.com/admin by selecting "School Not Testing" on the registration page for each school that will not be testing during the designated administration.

As always, please do not hesitate to contact *Questar* Core 40 ECA Support or the IDOE ECA Help Desk with any questions.

Additional Information

Core 40 End-of-Course Assessment Related Questions and General Information:
IDOE's ECA Help Desk
Phone (317) 232-9050
Email: ECA@doe.state.in.us

***Questar* Online Technology or Paper-and-Pencil Testing Related Questions:**
Phone: 1-877-IC40-ECA (1-877-424-0322)
Email: Core40support@questarai.com

Core 40 End-of-Course Assessment Web site:
        www.doe.state.in.us/core40eca

Note: For future reference, this memorandum will be posted at http://doe.state.in.us/core40eca/welcome.html